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MSC Executive Board

Name	Position	Term	Representing	Library
Rebecca Krantz		1st (2017-2019)	HS/School District libraries	Missoula County Public Schools
Roberta Gebhart**		1 st (2016-2018)	Special Libraries	Montana Historical Society
Kelly Reisig	chair	1 st (2016-2018)	Eastern-at-Large	Sidney Public Library
Debra Westrom*		1 st (2016-2018)	K-8 School Libraries	Hellgate Elementary (4-6) School District
Anita Scheetz		1st (2017-2019)	Academic libraries	James E. Shanley Tribal Library
Gavin Woltjer		1st (2017-2019)	Western-at-Large	Billings Public
Wendy Campbell*		2 nd (2017-2019)	Small Public Libraries	Darby Community Library
Mark Wetherington		1 st (2016-2018)	Medium Public Libraries	Bitterroot Public Library
Sean Anderson		1st (2017-2019)	Large Public libraries	ImagineIF Libraries

**Improve communication
with membership**

**Appoint Ad Hoc Committee to
research and report findings
re: Cooperative Cataloging
models from other consortia**

**Montana Shared Catalog
Executive Board**

**Conduct surveys of
membership**

**Collect statistical data and
input from membership
relative to MobileCirc usage**



MSC Work Plan Overview

The Work Plan evolved from the desire to share the current work in progress by member libraries. Holly Harper, school librarian at Whitehall School and Executive Board Member, became aware of other libraries' recruitment efforts while she was working to implement a recruitment project in her area. It became apparent to Holly that, in order to support and streamline individual efforts, there was a need to share information and network with other libraries that had completed similar projects. She then proposed sharing and networking between member libraries at the MSC Membership Spring 2015 meeting. From the original intent to share works in progress among members, the term "work plan" came into use. That, in turn, led to the generation of ideas for future work that would correspond with the work being done by the Montana Shared Catalog Staff. We have struggled with the desire to bring awareness of works in progress to members' attention while responding to the need for future work to complement the Montana Shared Catalog's current [Strategic Plan](#).

The 2015-2016 MSC Board has determined that as both pieces – the work plan and the ideas for future work - are useful to our present and future development, we need to incorporate both into a Cooperative Work Chart for Member Libraries.

The Montana Shared Catalog Executive Board recognizes the need for member input to share what libraries are doing that may be useful to other libraries, collaborative efforts in progress between libraries, and input to direct the future work of member libraries. We also clearly understand that we can only complete work that is, first, within the scope of the board and, second, is outside of the work being accomplished by the MSC staff. Our current plan is to update the Work-In-Progress section of the chart, with member input, on a quarterly basis. The chart will also include up to three yearly Special Projects under Consideration as determined by membership input through questionnaires and board prioritization.



Completed Projects

Project	Description	Contact Info	Timeline
2015-2017 Work Plan:ID cooperative cataloging practices	Ad Hoc Committee to research and recommend strategies	Kathy Robins	Completed 2017
PLUK Bibliographic Records	Approximately 3000 records enhanced to bring into compliance with standards	Paulette Parpart Libby Wolfe	Completed 2016
Update Content Management Committee Procedures	Update Standard Cataloging Procedures Manual Create Cataloging training videos for member libraries as they shift toward RDA and 007 compliant records	Content Management Committee	Completed 2016
Educational Credit for MSC Training	Identify training needs that meet Montana Pupil Training standards for Schools during non-MEA/MFT dates	Holly Harper Diane Anderson	Completed August 2015

Current Projects

Time	Project Name	Library	Description	Contact	Status
11/17/2016 20:36:22	Online payments for patrons	Billings Public Library	Pay Pal to allow patrons to pay fines on their account. Integrate payments into ILS so patrons can see payment via Enterprise	Kathy Robins	on hold
11/22/2016 14:13:49	2015-2017 Work Plan: Improve Communications	MSC Executive Board	Improve Communications between Exec. Board and MSC Membership	Kelly Reisig	Regular emails from board members to membership, Survey - Ongoing
11/24/2016 14:13:49	2015-2017 Work Plan: ID Membership interests, needs and concerns	MSC Executive Board	Conduct survey in odd years to direct Exec. Board tasks		2015 survey complete, 2017 survey to be distributed in fall



Current Projects continued

Timestamp	Project Name	Library	Description	Contact	Status
2016	4 Rivers Sharing Group Courier Service	4 Rivers Share Group	Identify \$13,000 in grant monies to fund three years of courier service in order to connect with Bridger Net Sharing Group	Holly Harper	ongoing
2016	4 Rivers Sharing Group School Advocacy	4 Rivers Share Group	Survey interest with schools in geographical proximity to 4 Rivers. Submit queries to MSC staff and MSC Executive Board	Holly Harper	ongoing
2016	MARC Record Cleanup		Paulette Parpart is helping to clean up the "review" list of bib records from the newly added libraries.	Paulette Parpart	
2016	Duplicate MARC Record Cleanup	Cataloging members and Content Mgmt. Committee members		Paulette Parpart Stephan Licitra	In Progress
2016	MSC Cataloging Training	Content Mgmt. Committee	CMC members serve as peer trainers assisting Bobbi DeMontigny for Winter Cataloging Webinars		In Progress
2016	Large Type 007 Clean up	Paulette in Missoula	adding appropriate 007s for Large Type records so that they display the large type icon in Enterprise	Paulette Parpart	nearing completion
2017	Acquisitions Pilot Study		determine interest and feasibility of group acquisitions	Tracy Cook	in progress
2017	CMC Bylaws revisions	Content Mgmt. Committee		Stephan Licitra	in progress



Surveys and Input

2015 MSC Survey			
MSL Goals/MSD Strategic Plan Directed Survey Areas	Details	Participating Member Libraries	Comments
Access: Current Technology and Emerging Services	MobileCirc	Missoula Public and Imaginelf Libraries	
Access: Reports			
Collaboration: Cooperative Cataloging			need more information
Collaboration:MSC trainings	Lead or assist with MSC trainings	Debbie Hronek,Jodi Oberweiser (possibly), KellyAnne Terry, Honore Bray and staff	
	participation in MSC trainings		Most respondents prefer online format for training. Participation in Regional training is most affected by distance, time, and cost, staff coverage, not needed, scheduling conflicts
Collaboration: Resource Sharing Groups			Lack of participation is due to geographical distance and lack of courier, money
Collaboration: Member Libraries			satisfied with current networking and support from fellow librarians and other sources
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Work Plan Timeline	Event	Status
September	Executive Board Online Meeting	Work Plan: Updates/collaboration on board tasks. Prepare Progress report for Fall Meeting. Send minutes and summary to Member Libraries
October	Fall Members Meeting	Present Progress Report to Member Libraries
November	Executive Board Online Meeting	Updates/collaboration on board tasks. Send minutes and summary to Member Libraries
January	Executive Board Online Meeting	Updates/collaboration on board tasks. Send minutes and summary to Member Libraries
March	Executive Board Online Meeting	Updates/collaboration on board tasks. Collaborate with board, MSC and committees to create survey (odd years). Send minutes and summary to Member Libraries. Remind Member groups to come to spring meetings.
April	Executive Board Online Meeting	Updates/collaboration on board tasks. Prepare Progress report for Spring Meeting. Complete survey if applicable. Send minutes and summary to Member Libraries
May	Spring Members Meeting	Present Progress Report to Member Libraries
	Spring Members Meeting	contact libraries with current projects to update spreadsheets
	Spring Members Meeting	establish contact with libraries starting work projects listing on Ongoing Member Projects Spreadsheet
	Spring Members Meeting (<i>odd years</i>)	Member Surveys to determine board tasks for upcoming year(s). Executive Board establishes @3 focus areas for future work
	Spring Members Meeting Follow-up	Update Work Plan with member library input including new library work projects and ongoing project updates
July	Summer Retreat: Executive Board	Review and update Work Plan focus areas

2015-2017 MSC Executive Board Initial Work Plan

- **Identify avenues to improve communication** with membership.
- **Identify cooperative cataloging practices** which currently exist within the Montana Shared Catalog, other consortia or large library organizations by appointing an Ad-Hoc committee tasked with researching, reviewing and reporting their findings at a full-membership meeting for discussion and consideration.
- **Identify membership interests, needs and concerns** through MSC Executive Board surveys conducted during odd year cycles for consideration and potential adoption by current MSC Executive Board.
- **Identify MSC-Executive Board members** to update the Work Plan and present findings to MSC membership at full-membership meeting(s).
- **Identify interest and use of MobileCirc** module in the Montana Shared Catalog.

